

# Steps to down-load the GL109 to Excel in the Web environment

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# Steps to down-load the GL109 to Excel in the Web environment

## Generate the GL109 Data File

### 1. Open the GL109 Screen

The screenshot shows a web-based application window titled "Print Trial Balance (GL109 VER-3.0.0.26)". The interface includes the following elements:

- Bureau Code:** A text input field with a blacked-out value.
- Fund Group:** A dropdown menu set to "ALL".
- Appropriation Symbol:** A text input field set to "ALL".
- ETB Code:** A dropdown menu set to "ALL".
- Include Fund Codes:** Two text input fields for a range, with "to" between them.
- Fund Code FY:** Two text input fields for a range, with "to" between them.
- Exclude Fund Codes:** Two text input fields for a range, with "to" between them.
- Add or Delete more Fund Code(s):** Radio buttons for "N" (selected) and "[Y/N]".
- GL End Date:** A text input field set to "30-APR-2009".
- As of Date:** A text input field set to "07-APR-2009".
- Consolidate:** Radio buttons for "N" (selected) and "[Y/N]".
- Include Y/E Closing Entries:** Radio buttons for "N" (selected) and "[Y/N]".
- Account Class:** A dropdown menu set to "A" (Proprietary, Budgetary or All).
- Reports: Detail (By Program Code):** Radio buttons for "N" (selected) and "[Y/N]".
- Group by Fund Code:** An unchecked checkbox.
- Print Summary Pages Only:** A checked checkbox.
- Fund List:** A vertical list of fund codes with a scrollbar, where the top item is highlighted in blue.
- Action Buttons:** Five buttons at the bottom: "Run Report", "Run Data Report", "View Report", "View Log", and "Exit".

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2. Enter the parameters as usual. For this example, one fund code is used.
3. Click the “Run Data Report” button.

Print Trial Balance (GL109 VER-3.0.0.26)

Bureau Code: 14 NOAA

Fund Group: ALL Appropriation Symbol: ALL

ETB Code: ALL

Include Fund Codes: 0096 to 0096

Fund Code FY: 0000 to 9999

Exclude Fund Codes: 0000 to 0000

Add or Delete more Fund Code(s): N [Y/N]

GL End Date: 30-APR-2009 As of Date: 07-APR-2009

Consolidate: N [Y/N] Include Y/E Closing Entries: N [Y/N]

Account Class: A (P)roprietary, (B)udgetary or (A)ll

Reports: Detail (By Program Code): N

Group by Fund Code

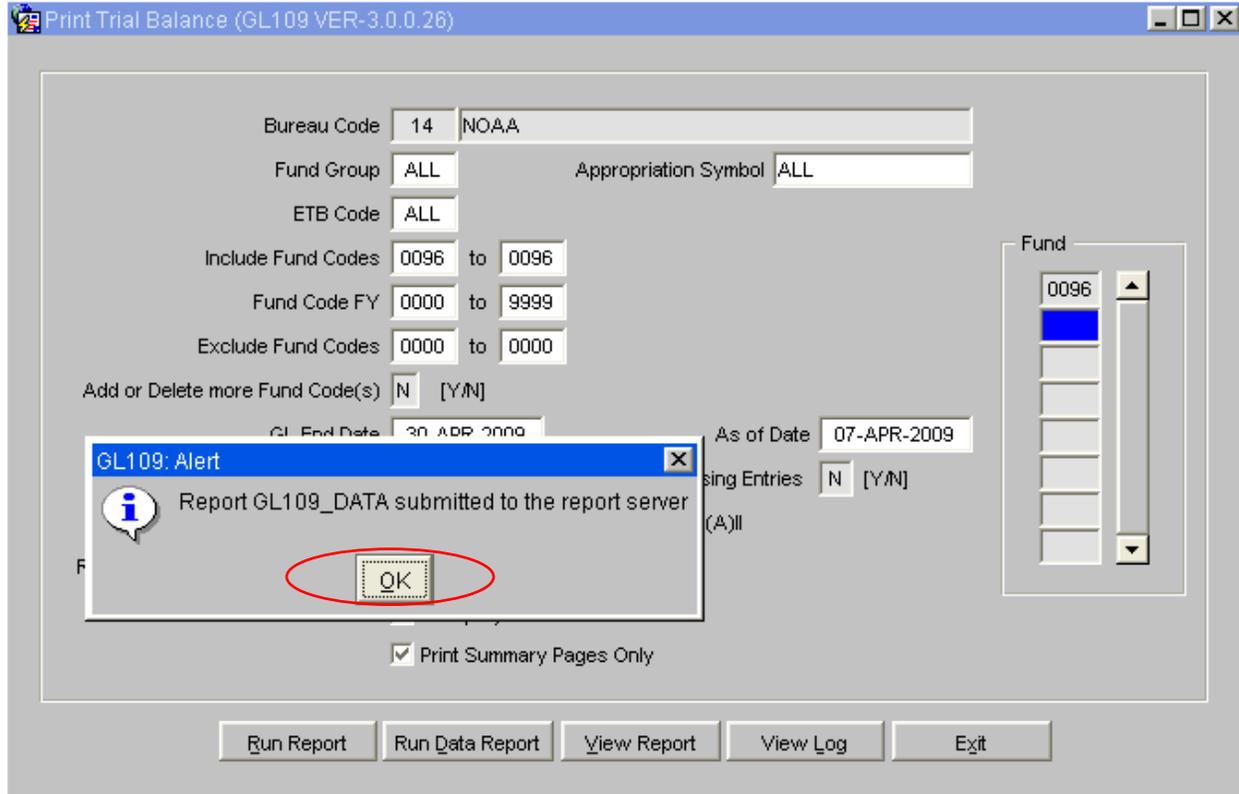
Print Summary Pages Only

Buttons: Run Report, Run Data Report, View Report, View Log, Exit

Note: The “Run Data Report” button produces a data file, not a traditional GL109 for printing. The “Run Report” button produces a traditional GL109 for printing, not a data file.

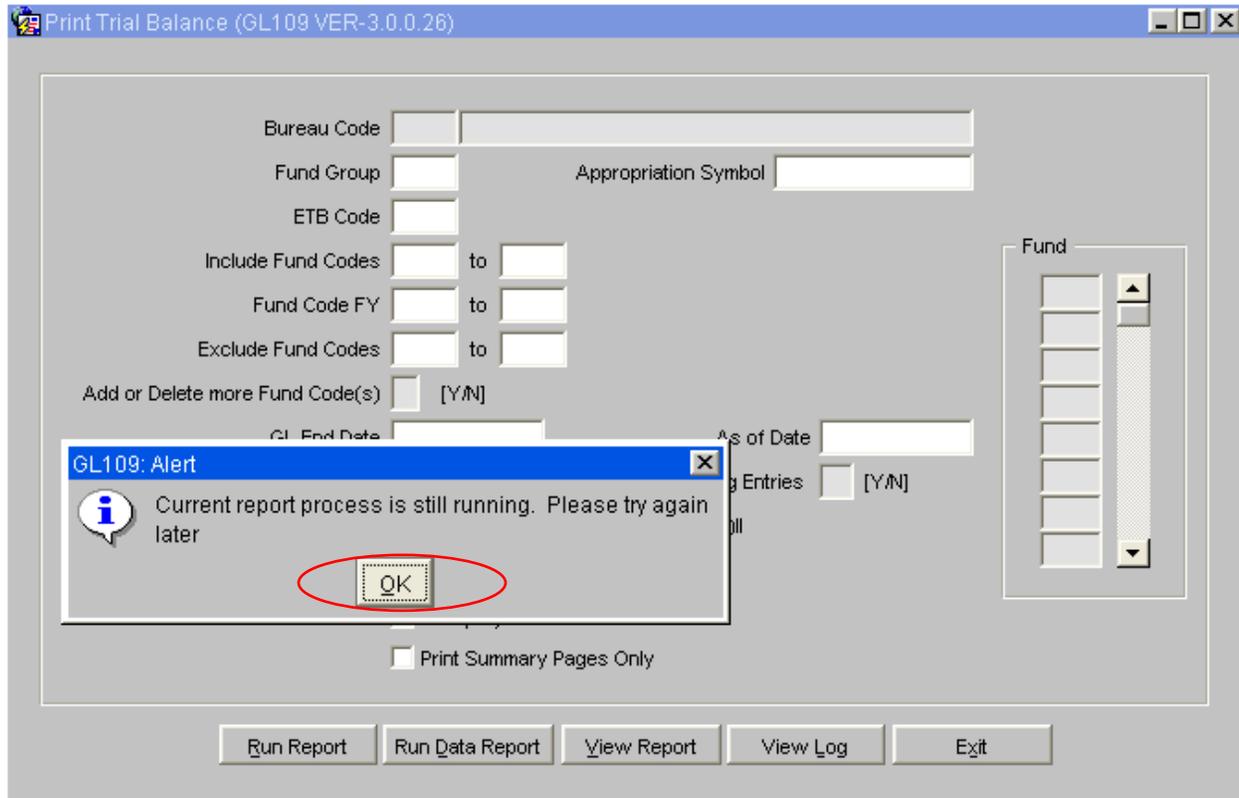
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4. The following pop-up will appear: "Report GL109\_DATA submitted to the report server."
5. Click the "OK" button to close the screen.



## Steps to down-load the GL109 to Excel in the Web environment

6. Check to see if the report has finished by re-opening the screen.
7. A pop-up will be displayed if the report is not finished.
8. Click the "OK" button to close the screen.



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9. Also, while the report is still running, it will appear in the "Current Jobs" View, on the Reports Server Queue.

Security Mode **Secure**

Queue on server **rep\_corvus\_oracleas1** on **TUESDAY 07-APR-2009 02:50:11** for **OPSSMARIAC01**  
To kill a current (enqueued or scheduled) job, click on the status icon for the specific job. Then click on Cancel Job button in next page. To get a cached output of a successfully finished past job, click on the Job Name hyperlink of that job (if available).

**View**

Current Jobs

**Result**

Previous 1 - 1 of 1 Next

**Current Jobs**

Job ID	Job Type	Job Name	Job Status	Job Owner	Output Type	Output Name	Server Name	Queued At	Started At
460	report	gl109_data		OPSSMARIAC01	Cache	gl109_data.txt	rep_corvus_oracleas1	Apr 7, 2009 2:39:42:PM	Apr 7, 2009 2:39:46:PM

# Steps to down-load the GL109 to Excel in the Web environment

## Begin the Download

1. When the screen is active again, click the “View Report” button.

The screenshot shows a web-based application window titled "Print Trial Balance (GL109 VER-3.0.0.26)". The interface includes several input fields and checkboxes for configuring a report. At the bottom, there is a row of five buttons: "Run Report", "Run Data Report", "View Report", "View Log", and "Exit". The "View Report" button is highlighted with a red circle.

Fields and options visible in the window:

- Bureau Code: [Two black boxes]
- Fund Group: ALL
- Appropriation Symbol: ALL
- ETB Code: ALL
- Include Fund Codes: [ ] to [ ]
- Fund Code FY: [ ] to [ ]
- Exclude Fund Codes: [ ] to [ ]
- Add or Delete more Fund Code(s): N [Y/N]
- GL End Date: 30-APR-2009
- As of Date: 07-APR-2009
- Consolidate: N [Y/N]
- Include Y/E Closing Entries: N [Y/N]
- Account Class: A (P)roprietary, (B)udgetary or (A)ll
- Reports: Detail (By Program Code): N
- Group by Fund Code
- Print Summary Pages Only

Buttons at the bottom: Run Report, Run Data Report, **View Report**, View Log, Exit.

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2. A pop-up will be displayed. Put a check mark in the box next to "GL109 DATA FILE".
3. Click "OK"

The screenshot shows a software interface with a main window titled "Print Trial Balance (GL109 VER-3.0.0.26)" and a foreground dialog box titled "View Reports".

The "View Reports" dialog box has a section titled "Select Report to View" containing a list of reports:

- GL109
- GL109 DATA FILE

At the bottom of the dialog box, there are two buttons: "OK" and "Cancel". The "OK" button is circled in red.

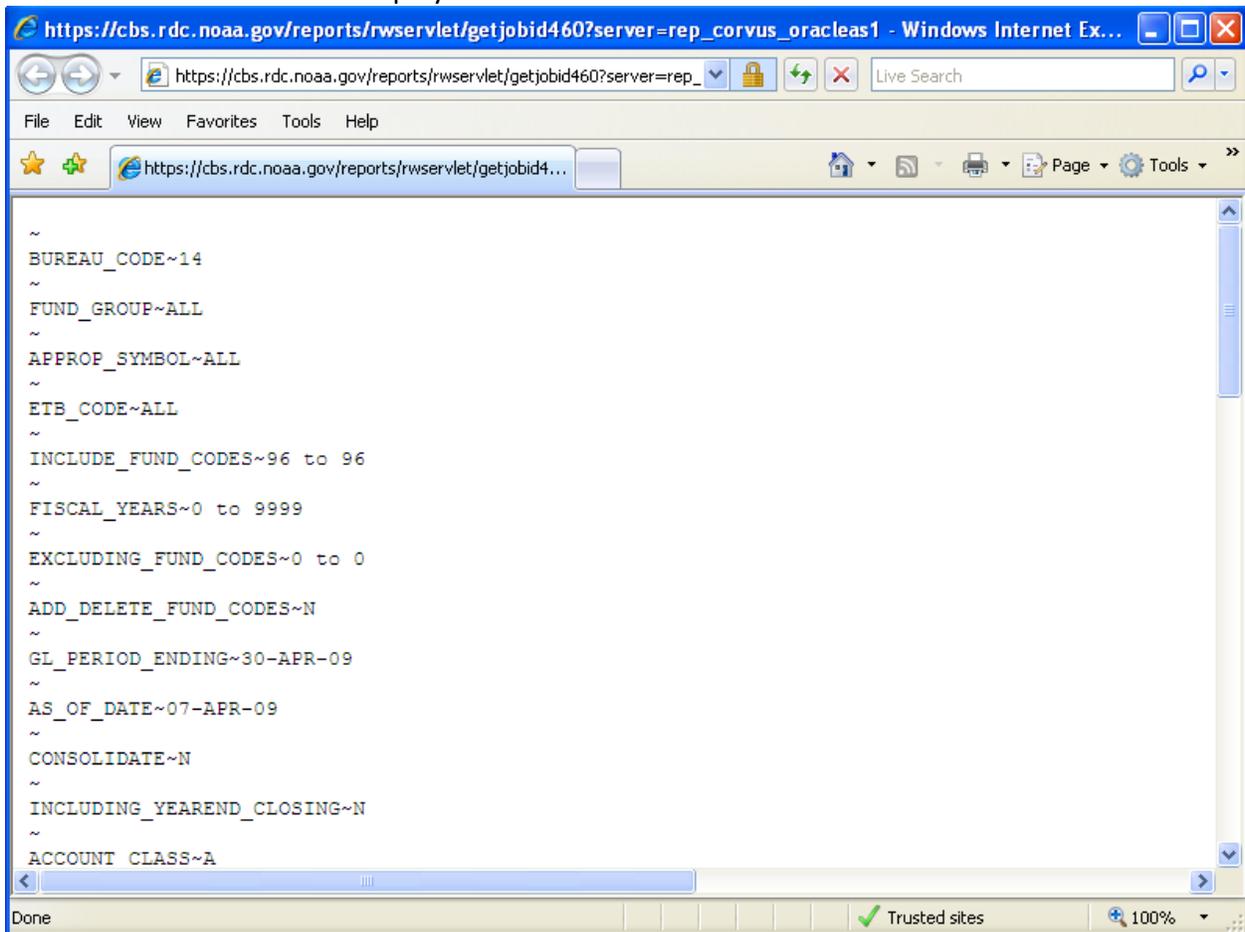
The background window contains various input fields and checkboxes for report configuration:

- Bureau Code: [ ]
- Fund Group: ALL
- ETB Code: ALL
- Include Fund Codes: [ ] to [ ]
- Fund Code FY: [ ] to [ ]
- Exclude Fund Codes: [ ] to [ ]
- Add or Delete more Fund Code(s): N [Y/N]
- GL End Date: 30-APR-20[ ]
- Consolidate: N [Y/N]
- Include Y/E Closing Entries: N [Y/N]
- Account Class: A (P)roprietary, (B)udgetary or (A)ll
- Reports: Detail (By Program Code): N
- Group by Fund Code
- Print Summary Pages Only

At the bottom of the main window, there are five buttons: "Run Report", "Run Data Report", "View Report", "View Log", and "Exit".

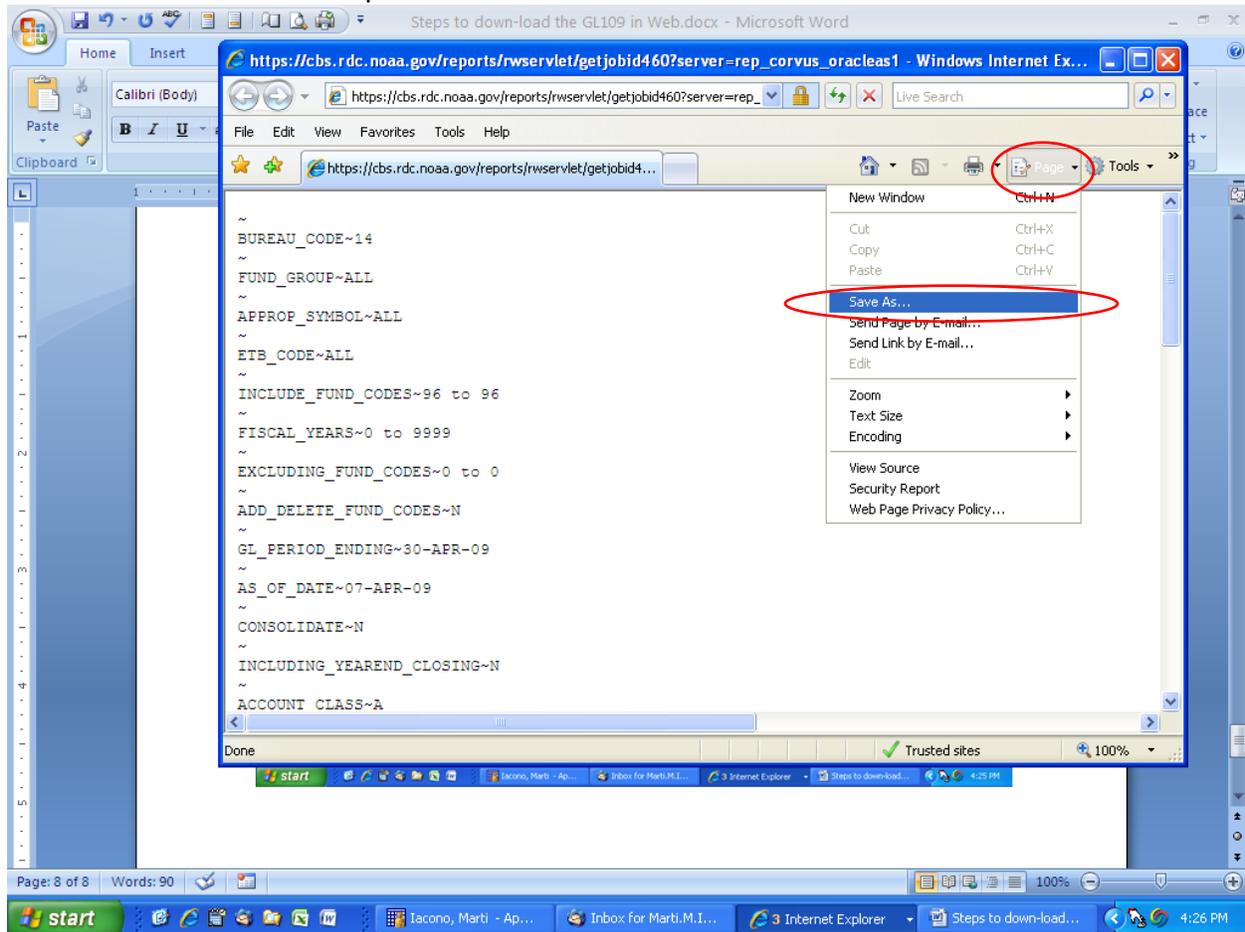
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4. The data file will be displayed in the browser window.



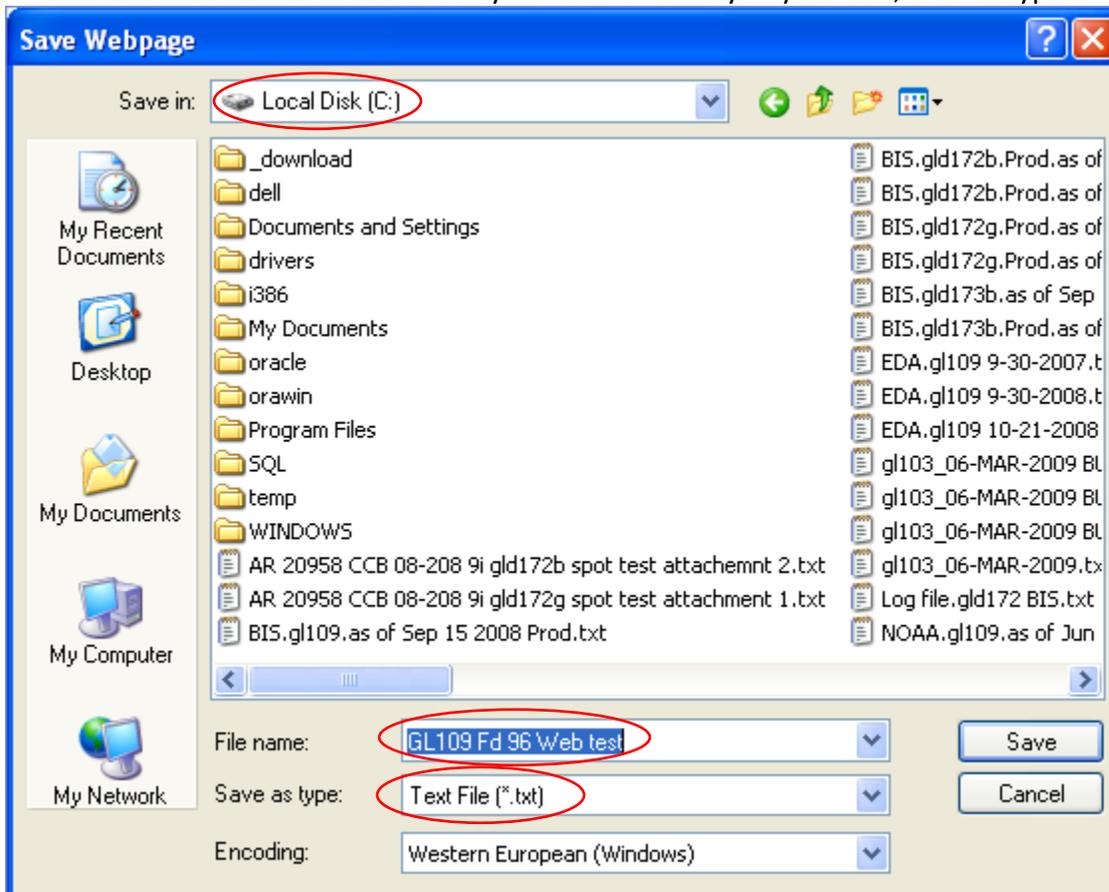
## Steps to down-load the GL109 to Excel in the Web environment

5. Place the cursor on the “Page” icon to display a drop-down list.
6. Click the “Save As” option.



## Steps to down-load the GL109 to Excel in the Web environment

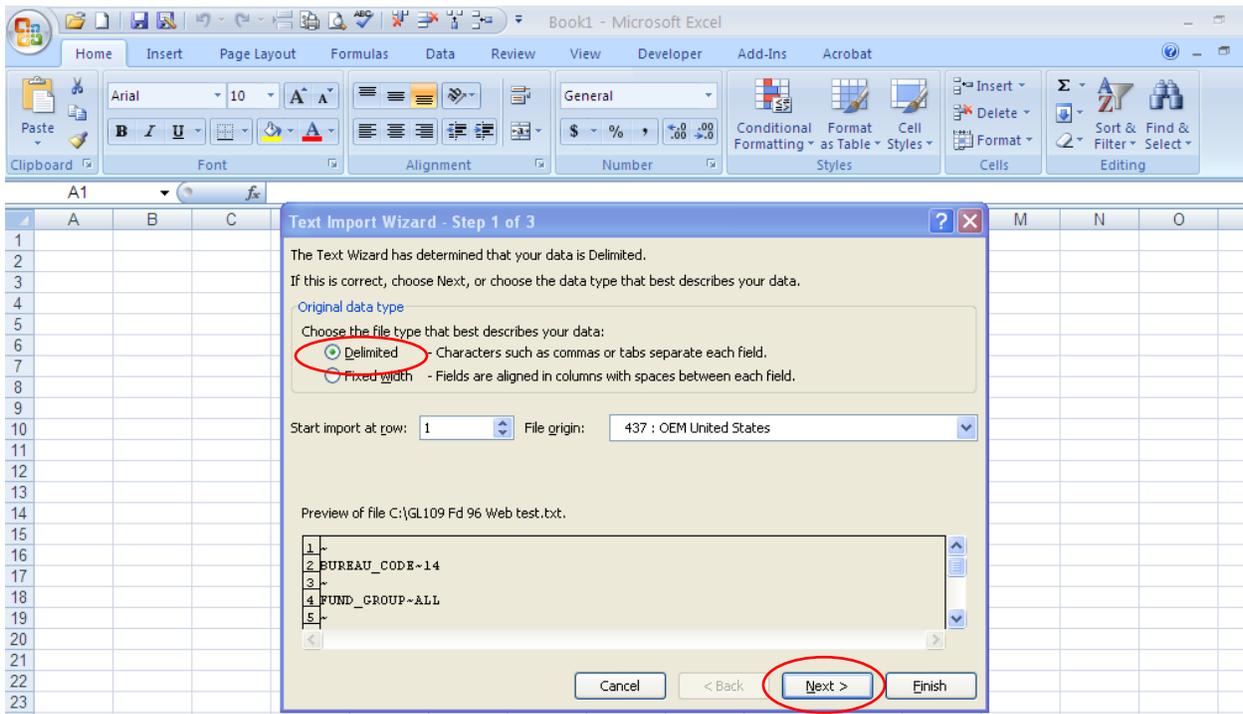
7. Rename the file and save it to your local directory. By default, the file type will be .txt.



# Steps to down-load the GL109 to Excel in the Web environment

## Open Microsoft Excel

1. Go to the “File Open” option.
2. Change the file type to “All Files”
3. Select the file saved in step 7 of the previous section, by double clicking the file name.
4. This will open the “Text Import Wizard”.
5. Make sure “Delimited” is selected.
6. Click the “Next >” button.



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7. By default, the tab delimiter is checked. Un-check the “Tab” Delimiter box.
8. Place a check in the box for “Other:”.
9. Enter a tilde sign “~” in the space after the delimiter.
10. Click the “Next >” button and then the “Finish” button.

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

**Delimiters**

Tab  
 Semicolon  
 Comma  
 Space  
 Other: ~

Treat consecutive delimiters as one

Text qualifier: " [v]

**Data preview**

BUREAU_CODE	14
FUND_GROUP	ALL

Buttons: Cancel, < Back, **Next >**, **Finish**

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11. Clicking the finish button opens the file in a spreadsheet format. Resize, resort, or delete columns to meet your needs.

	A	B	C	D	E	F	G	H	I	J	K
10	INCLUDE_	96 to 96									
11											
12	FISCAL_Y	0 to 9999									
13											
14	EXCLUDIN	0 to 0									
15											
16	ADD_DELN										
17											
18	GL_PERIO	#####									
19											
20	AS_OF_D	7-Apr-09									
21											
22	CONSOLIN										
23											
24	INCLUDIN										
25											
26	ACCOUNTA										
27											
28	DETAIL_R										
29											
30	GROUP_BY										
31											
32	PRINT_SU	Y									
33	CGRP	ACCOUNT	MEMO_DE	MEMO_CR	FUND_CO	FUND_CO	APPROP	ACCOUNT	POST_DE	POST_CREDIT	
34	FY SUMM	1010			96			FUND BAL	5992663		
35	FY SUMM	1010.4			96			FUND BALANCE-LAI	145885		
36	FY SUMM	1310			96			ACCOUNT	2482786		
37	FY SUMM	1310.2			96			ACCOUNT	747364		
38	FY SUMM	1319			96			ALLOWANCE FOR L	2038470		
39	FY SUMM	1340			96			INTEREST	18240.4		
40	FY SUMM	1340.2			96			INT,PENAL	3597.26		
41	FY SUMM	1349			96			ALLOWANCE FOR L	10203.4		
42	FY SUMM	2110			96			ACCOUNTS PAYABI	159502		
43	FY SUMM	2120			96			DISBURSEMENTS IN	50561.1		
44	FY SUMM	2310.2			96			ADVANCES FROM C	5636715		
45	FY SUMM	2320			96			DEFERRED CREDITS	1203313		
46	FY SUMM	4201			96			TOTAL A	817233		